Prior to the onset of the selection process avoid any delays further into the recruiting process, **Affirmative Action Reviewer**

Present a succinct written justification for the faculty position including how the position will advance the department and schools long term goal for medically impactful research and for inclusive excellence. Negotiate **Faculty position, funds and other resources such as space or access to special instrumentation**, with the Dean (finalize MOU and obtain approved budget # ID) for Line positions ensure that the FTE has been released by the Provost.

Nominate a diverse search committee (minimum of 3 members).

All committee members must attend a brief presentation from the Equity Advisor on considering diversity issues during the search. This is preferably done at the first meeting of the search committee.

In consultation with the Department Chair, Faculty and Equity Advisor, compose the advertisement and search plan. Including the Equity Advisor will ensure your recruitment efforts reach a diverse pool of applicants.

Enter Search Plan and advertisement in UC Recruit. Route Search Plan Report for approval by the Department Chair, **Equity Advisor**, Deans Analyst, Dean, **Academic Personnel**, **Affirmative Action Reviewer**, **Vice Provost and the Diversity Office (** Line FTE only**)

Once Search Plan is approved, post advertisements on ALL listed advertising efforts. (required)

Upload advertisement evidence in UC Recruit. (required)

Once a search plan has been approved all listed procedures must be followed; any deviation from the approved plan will cause delays in your recruiting and hiring efforts.

Prior to the onset of the selection process, it is important that the pool of candidates represent a diverse pool. Therefore, to avoid any delays further into the recruiting process, the department should run an Applicant Pool Report route for approval with Committee Chair and review with the search committee and Equity Advisor to ascertain whether the selection process can proceed or whether the search needs to be extended and additional outreach efforts need to be implemented.

Review completed applicants, determine those applicants who meet/do not meet basic qualifications, and indicate in UC Recruit. In addition, you will need to choose a disposition reason for each applicant that does not meet basic qualifications.

Once you have determined the applicant(s) that you would like to interview update each applicant(s) status as “Recommend for interview”. Those applicant(s) that met the basic qualifications, but did not make the shortlist will require a disposition reason within UC Recruit.

Work with your department analyst to create a Shortlist Report to route for approval by the Department Chair, **Equity Advisor**, Deans Analyst, Dean, **Affirmative Action Reviewer and the Diversity Office. (** Line FTE only**)

DO NOT INTERVIEW CANDIDATES UNTIL YOU HAVE AN APPROVED SHORTLIST

Once shortlist has been approved Interviews can be scheduled.

Upload interview itinerary in UC Recruit under documentation tab, interview material (required).

Collect all interview notes/material from the Search Committee and upload within UC Recruit (required).

After interviews are complete and an identified final candidate has been determined (consultation with department Chair and faculty) update status in UC Recruit as “Proposed Candidate”.

Any interviewed candidate not chosen will require a disposition reason within UC Recruit.

Process of Tentative Offer Letter (TOL) can commence.

Create Search Report and route for approval by the **Equity Advisor**, Department Chair, Deans Analyst, Dean, **Affirmative Action Reviewer and the Diversity Office (** Line FTE**)

This approved report will need to be submitted with the appointment file.